

Proposed

DUTY STATEMENT

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| Classification: Energy Commission Specialist I (EFF) | Position No. 420-4935 - |
| CBID: R10 | Office: Building Standards Implementation |
| Date Prepared: April 1, 2009 | Division: Efficiency and Renewable Energy |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

The Energy Commission Specialist I (EFF) is under the general direction of the Energy Commission Supervisor II (EFF) in the Building Standards Implementation Office of the Efficiency and Renewable Energy Division. The incumbent will address the Compliance and Enforcement issues surrounding the Building Energy Efficiency Standards. Incumbents in these positions independently perform more complex, sensitive and responsible work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. Incumbents in these positions are subject matter experts, are expected to work well as a project lead or team member, perform a broad range of duties within the program specialty, and have secondary impact on program direction. Incumbent may be responsible for decisions that may impact industry practices or Commission practices. The mission of the unit is to identify energy efficiency compliance and enforcement opportunities and provide support for Building Energy Efficiency Standards implementation.

WORKING CONDITIONS. Work is performed indoors in an office setting. Travel may be required to attend workshops, meetings, and hearings.

DUTIES AND RESPONSIBILITIES:

- 40% Conduct research and analysis, and provide technical leadership, direction, and coordination in efforts to increase compliance with and enforcement of the Building Energy Efficiency Standards. Analyze the barriers to compliance and provide solutions to overcome those barriers resulting in increased compliance with the Building Energy Efficiency Standards that is quantified and reported. (E)
- 30% Develop a comprehensive program to increase the compliance and enforcement of the Building Energy Efficiency Standards throughout California by coordinating with other state agencies (Contractor State Licensing Board, Board of Engineers, Public Utilities Commission), utilities, building departments, builders and others. Develop procedures and processes for contacting and working with the various parties. Develop a process to

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quantify the energy savings and carbon emission reductions achieved through the increased compliance with the Building Energy Efficiency Standards for reporting purposes. As project manager, lead technical staff in the accomplishment of the program goals. (E)

- 10% Lead and engage stakeholders and direct collaboratives to investigate, identify and evaluate Building Energy Efficiency Standards compliance and enforcement barriers, develop program solutions, plan future programs, and solicit stakeholder impact to implement the goals of the Compliance and Enforcement program. (E)
- 10% As project manager, serve as the State's subject-matter expert on the Building Standards Compliance and Enforcement program in presenting conclusions and recommendations and providing expert consultation to the Energy Commission, legislature, other governmental agencies, nationally, media and private entities regarding program results, studies and energy efficiency topics. Performing this duty may require travel. (E)
- 5% Testify on request at Energy Commission hearings or on behalf of the Energy Commission before legislative bodies, governmental entities, and agencies on highly complex and technical problems relating to energy efficiency measures. Performing this duty may require travel. Participate in workshops, hearings, conferences, and meetings regarding energy efficiency related to building standards programs. Performing this duty may require travel. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

| Signatures | |
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| I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION | |
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| Date | Date |
| Energy Commission Specialist I (EFF) | EURLYNE GEISZLER Energy Commission Supervisor II (EFF) |